



Vacancy Notice

Audience Engagement Assistant

City of Mount Gambier has an exciting opportunity for a motivated and driven individual to join the Riddoch Arts & Cultural Centre.

About the position:

- Part-time, 38 hours per fortnight.
- Fixed-term, 5 year contract.
- Flexible working arrangements available.
- Competitive remuneration.

This role supports the Audience Development Lead to build and engage audiences with the Riddoch's exhibitions, programming and philanthropic activities. This role requires excellent oral and written communication, administration and customer service skills. The Engagement Officer will assist with planning and preparation for events and programming for a diverse range of audiences.

This position is classified at Level 3 Year 1 – Level 3 Year 4 (currently \$42.60-\$45.87 per hour) of the City of Mount Gambier Administration Staff Agreement No.12 2022.

About you:

- Proven attention to detail and accurate data entry.
- Outstanding written and oral communication skills.
- Experience in report writing, particularly in efficiently providing accurate information for a range of stakeholders.
- Demonstrated research skills and attention to detail in the maintenance of accurate records along with the ability to meet deadlines.
- Excellent organisational skills, initiative, problem solving skills and the ability to work well in a team.
- Engagement with visual arts, museum and gallery trends, particularly in online engagement and social media.

What we offer:

Mount Gambier is the second largest city in South Australia and provides a perfect balance between the vibrant lifestyle of a big city and the comforts of a small town. Packed with beautiful natural resources including the iconic Blue Lake/Warwar, caves, sinkholes, parks and gardens. Mount Gambier is an idyllic location to enjoy work life balance, only 20 minutes from the beach.

This role presents an opportunity to advance your career in a supportive environment. The City of Mount Gambier is an equal opportunity employer and celebrates diversity in the workplace.

The successful candidate will enjoy:

- Ongoing professional development and training,
- A supportive and friendly team environment,
- Career development opportunities,
- Active social club,
- Flexible work arrangements,
- Positive work/life balance,
- Income protection insurance.
- Employee Assistance Program and Wellbeing Support
- Excellent Enterprise Agreement benefits with above award rates

Pre-employment requirements:

The position is subject to satisfactorily meeting the following employment requirements;

- National Police Check,
- Working with Children Check (WWCC),
- Pre-employment medical examination.

The City of Mount Gambier is an equal opportunity employer committed to continuous improvement as a culturally safe and supportive workplace. We strongly encourage members of our First Nations community to apply.

For a confidential conversation please call:

Rachel Burke

Audience Development Lead

0887 212 538

Further information about the position, including the position description, which identifies key competencies and selection criteria, is available from City of Mount Gambier website:

www.mountgambier.sa.gov.au/council/careers/vacancies

How to apply:

Applicants must specifically address each of the key competencies and selection criteria, which is available within the position description and submit with a resume including contact details for at least three referees.

Applications close: **Friday 25 July 2025 at 5:00pm.**

Applications must be submitted via email to:

Human Resources Team

city@mountgambier.sa.gov.au